



OPERATIONAL SERVICES DIVISION

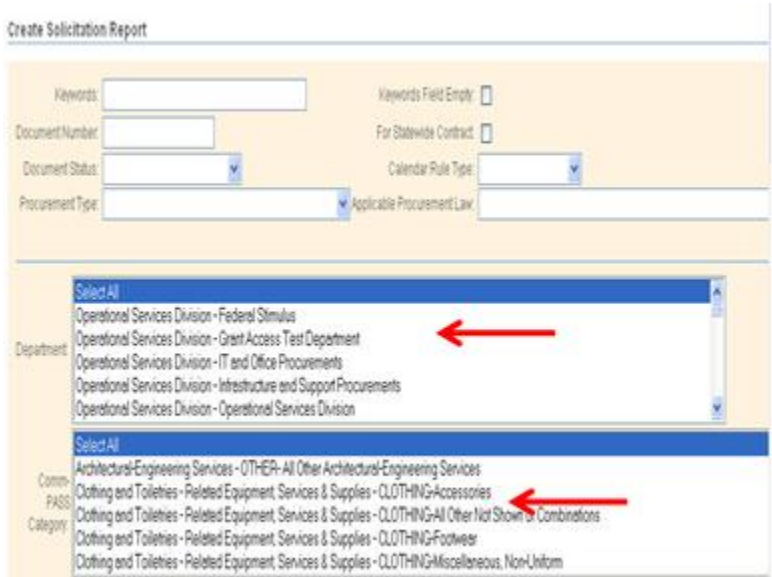
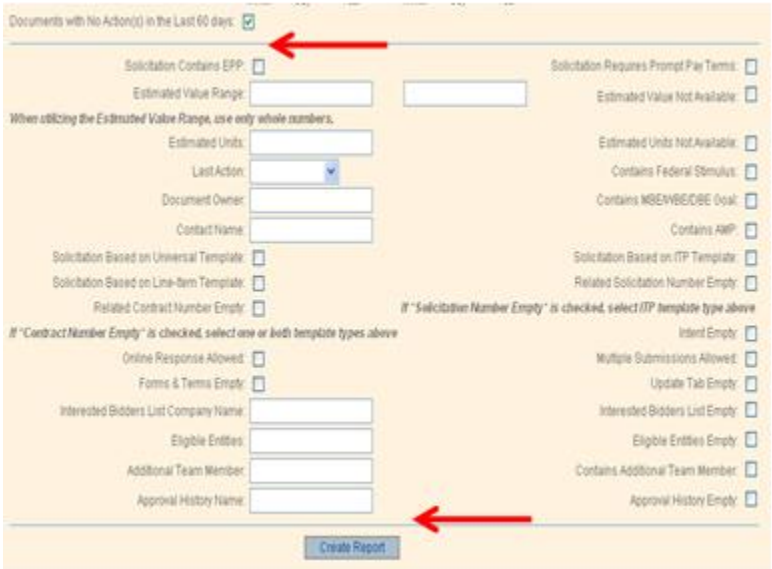
Job Aid: How to Create a Solicitation 60-Day Report

- **Please Note:** You must have a BuySmart Subscription and be logged in to perform this task.

Step	Screenshot	Directions
1		Log into your BuySmart account.
2		Select the Reporting tab. Select the Create Solicitation Report link.



Job Aid: How to Create a Solicitation 60-Day Report

Step	Screenshot	Directions
3		<p>Select the Department.</p> <p>Select a Comm-PASS Category.</p>
4		<p>Select the Documents with No Action(s) in the Last 60 Days checkbox. You may select additional indicators to narrow your search.</p> <p>Select Create Report.</p>



Job Aid: How to Create a Solicitation 60-Day Report

Step

Screenshot

Directions

5

Solicitation Reports Result

Reports Results						
18,823 items found, displaying 1 to 50. (FirstPrev123456789NextLast)						
Closed Date	Document Number	Title	Status	Issued Name	Issuer Email Address	Issuer Phone
12/31/2106	4 Comm-pairs_test (7823)	Forms Terms	CLOSED	System Administrator	commpairsrest@yahoo.com	617-720-3360
02/14/2106	Applications-FY06-OSD-003	RFQ: OSD Applications Programmer IV	CLOSED	Nancy Burke	test@test.com	617-720-0000
12/31/2099	960800.2	DPL-RFP, Massachusetts Trial Court	CLOSED	Not Provided Not Provided	emiat@junktown.com	999-999-9999
12/31/2099	wra0000	RFQ/P for Technical Assistance to the South Boston Neighborhood Working Group in the Review of Three Major CSO Projects	CLOSED	Kathi Colarusso	kcolarusso@state.ma.us	617-242-6000 x2515
03/06/2010	Kate123	Kate	CLOSED	Amanda Crendon	amanda.crendon@bearingpoint.com	999-999-9999
01/28/2010	01272009Sunder	FAQQuestions	CLOSED	Little Spoon	amanda.crendon@bearingpoint.com	999-999-9999
01/28/2010	FAC66	Landscaping and Outdoor Application Products	CLOSED	Dmitry Nikolayev	Dmitry.Nikolayev@state.ma.us	617-720-3351
01/28/2010	WH05-017-15-5	Nursing Home Initiative Qualified Provider List	CLOSED	Sue Christides	sue.christides@umassmed.edu	508-856-8736
01/29/2010	JANUARY21-CLOSED-L10	Two-Way Radios L-10	CLOSED	Learner 10	noemail@noemail.com	555-555-5555
01/29/2010	JANUARY21-CLOSED-L11	Two-Way Radios L-11	CLOSED	Learner 11	noemail@noemail.com	555-555-5555

Solicitation Reports Result will appear. You may select the Excel icon to export this report.